

**Gas Station Facilities Inspection, Testing,
and Maintenance Procedures,
Attachment 5**

Utility Procedure: TD-4430P-02
Effective 1/1/2010

SAMPLE GAS FACILITIES STATION MAINTENANCE REPORT (FORM TD-4430P-02-F02)

TYPE OF STATION Regulator Station LOCATION Gold Hill DATE 1/4/10
FORM TO BE USED AT STATIONS, LRCVS, LOAD CENTERS, AND TERMINALS. REFER TO TD-4430P-02. YEAR 2010

TYPE OF VALVE <small>(reg, mon, relief/other)</small>	VALVE NUMBER	VALVES & CONTROL SYSTEMS				AS FOUND SETPOINT				AS LEFT SETPOINT				CHECKED/CALIBRATED OR SERVICED OF CONTROL SYSTEMS			
		GENERAL CONDITION <small>(Leaks, etc.)</small>	VALVE SERVICED	VALVE STROKED	VALVE ACTUATOR INSPECTED	SETPOINT	ACTUAL CONTROL POINT	SETPOINT	ACTUAL CONTROL POINT	CONTROLLER / PILOT	POSTIONER	CONTROLS TRANSDUCERS / TRANSMITTERS	GAS SAVER CIRCUIT	check/cal	serviced	check/cal	serviced
		Y/N	Y/N	Y/N	Y/N					check/cal	serviced	check/cal	serviced	check/cal	serviced	check/cal	serviced
reg	4		Y	Y	Y	300	298	300	300	ETA 1/1	✓	✓	N/A		N/A		N/A
mon	5		Y	Y	Y	310	313	310	310	ETA 1/4	✓	✓	N/A		N/A		✓
reg	20		N/A	N/A	N/A	60	60.5	60	60	ETA 1/1	✓		N/A		N/A		N/A
mon	21		N/A	N/A	N/A	63	64	63	63.5	ETA 1/4	✓		N/A		N/A		N/A
relief	12		Y	N	N	210	208	210	210	ETA 1/1	✓	✓	N/A		N/A		N/A
trimmer	10R		Y	Y	Y	200	197	200	201	ETA 1/4	✓	✓	✓		N/A		N/A
load valve	10		Y	Y	Y	6/12	6.5/12.2	6/12	6.0/12.0	ETA 1/1	N/A	N/A	✓		N/A		N/A

MAIN GAS EQUIPMENT			COMMENTS
FILTER / SEPARATOR / OTHER	Checked	Replaced	
Description	✓	N	element clean
filter u/s V-4	✓	N	element clean
filter u/s V-20	✓	N/A	less than 1 gallon found
drip u/s V-2	✓		

GENERAL STATION CONDITION ISSUES (If not OK, indicate condition found.)	
Fencing & Gates	OK [X]
Yard/Landscaping	OK [X] <i>Need additional gravel near the front drive; otherwise in good condition.</i>
Piping & Valves	OK [X]
Piping Atm./Corrosion	OK [X]
Building/Cabinet	OK [X] N/A []
Vaults	OK [] N/A [X]

NOTES:

- 1) USE THIS FORM WHEN ANNUAL MAINTENANCE IS PERFORMED AT A FACILITY WHICH HAS CONTROLLER-OPERATED PRESSURE REGULATING, PRESSURE RELIEF, AND/OR PRESSURE MONITORING EQUIPMENT.
- 2) RETAIN THIS FORM FOR RECORDKEEPING PURPOSES IN THE DISTRICT'S/DIVISION'S HISTORY FILE.
- 3) CONTROL VALVES WITH MULTIPLE FUNCTIONS (I.E., PRESSURE CONTROL WITH FLOW OR BACK-PRESSURE CONTROL) MUST HAVE A SEPARATE ENTRY FOR EACH CONTROL FUNCTION.
- 4) THE APPROPRIATE COLUMNS MUST BE DATED BY THE INDIVIDUAL PERFORMING THE MAINTENANCE WORK AND A LOG OF THE WORK PERFORMED MUST BE ENTERED AND INITIALED AS REQUIRED IN THE REMARKS SECTION ON PAGE 2.
- 5) ANY CLARIFICATION OF MAINTENANCE PERFORMED OR COMMENTS MUST BE ENTERED IN THE REMARKS SECTION ON PAGE 2 PRECEDED BY AN APPROPRIATE CROSS-REFERENCE.

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GAS SUPPLIES															GENERAL CONDITION (LEAKS, ETC.) Include any additional information below, if appropriate					
G.S. NUMBER	DEHYD			FILTER			1st Stg REGS / RELIEFS			2nd Stg REGS / RELIEFS			3rd Stg REGS / RELIEFS			DATE/INITIAL				
	Check	Replace	Check	Check	Replace	Check	Check	Service	As Found	As Left	Check	Service	As Found	As Left			Check	Service	As Found	As Left
Device Tag	✓		✓	✓			92.3	95.0												RTA 1/4/10
PCV-1				✓			89.8	90.0												RTA 1/4/10
PCV-2											✓		20.2	20.1						RTA 1/4/10
PCV-3											✓		18.4	18.0						RTA 1/4/10
PCV-4																				RTA 1/4/10
PRV-1						✓	100.5	100.0												RTA 1/4/10
PRV-2													24.3	25.0						RTA 1/4/10

SCADA EQUIPMENT Service &/or Calibration		
RTU	Power Backup	Battery Check
1234	✓	✓

TRANSDUCERS 3-POINT CHECK	As Found			As Left			DATE / INITIAL
	Operating Pressure (psig)			Operating Pressure (psig)			
	0%	50%	100%	0%	50%	100%	
PT-1	0.1	400.3	800.5	0	400	800	RTA 1/4/10
PT-2	0.0	399.8	799.4	0	400	800	RTA 1/4/10
PT-3	0.0	149.9	299.9	0	150	300	RTA 1/4/10

REMARKS:

REVIEWED BY: